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SEP 11 1953

MEMORANDUM FOR: MR. DULLES

SUBJECT: Planning Staff

1. Following are my comments on the "Planning" paper submitted by Mr. Kirkpatrick.

2. I believe that there is a great need in CIA for a long-range planning staff responsible to the Director. Determination, however, of the composition, functions, and responsibilities of such a staff require more detailed and definitive treatment than has been possible in this paper.

3. I therefore recommend that:

a. A committee be formed to draft a study on the formation of such a staff--the committee to consist of: [redacted] Chairman (DD/P); Mr. James Q. Reber (DD/I); Mr. Lawrence R. Houston (DD/A); [redacted] (DCI) (or others as you may determine).

b. This committee determine the best form for a staff to produce long-range planning (as opposed to short-term operational planning) on an Agency-wide basis. The members of this staff should consist of both permanent members and rotating members drawn from the major elements of the Agency. In addition, panel members should be provided on a case basis to assist, as appropriate, in the planning of special or limited elements of the over-all plan.

c. The committee draw up a charter for the planning staff and panels, covering mission, responsibilities, and outlining any limiting factors that may be necessary. It should also draw up an organizational chart for this committee.

*C. P. Cabell*  
C. P. CABELL

1 Enclosure:

Mr. Kirkpatrick's draft

"Planning" paper, w/attachments.

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